



WE HELP YOU GET THERE

Position: Accounting Clerk

Reports to: Accountant II

Position Summary:

Records daily transactions that affect the Section 529 plans. Includes research of discrepancies between the Stable Value Plus and Prepaid Tuition Fund contract amounts and CollegeInvest's general ledger. Processing of accounts payable weekly. Data entry, filing and archival of all accounting records. Assists in the monthly, quarterly and annual reporting of CollegeInvest.

CollegeInvest is a not-for-profit division of the Colorado Department of Higher Education that serves to help Colorado families break down the financial barriers to College. CollegeInvest's business lines include student financial assistance and 529 college savings plans.

CollegeInvest administers the State's four 529 college savings plans, Scholars Choice (a national advisor-sold plan managed by Legg Mason), Direct Portfolio (a Colorado direct-sold plan managed by Vanguard/ Upromise), Smart Choice (a Colorado FDIC insured plan managed by FirstBank), and Stable Value Plus (a Colorado direct-sold plan managed by MetLife). With over \$4.3 billion in assets under management, CollegeInvest represents over 300,000 families nationally through its college savings plans.

Essential Duties/Responsibilities:

PREPAID TUITION AND STABLE VALUE PLUS FUNDS

- Prepares the billing to the contract holders. Billing is ten days prior to the 14th and 28th day of every month. PREPAID ONLY;
- Records the ACH activity of receipts from contract holders bi-monthly;
 - Inputs the in house cash receipt logs into the Banner system. Reconciles to the daily deposit slip and resolves any discrepancies. Scans the checks into the ITMS electronic deposit system;
 - Processes distribution and cancellation checks weekly or as needed for timely transfer to schools or to contract holders;
 - Assists with the mailing of 1099Q and 1099MISC annually;
 - Filing of all accounting reports & check copies.

BORROWER BENEFIT /EARLY ACHIEVER'S FUND

Completes accounts payable processing for all FUNDS, including:

- ◆ Adherence to CollegeInvest approval limits, purchase order and contract rules
- ◆ Knowledge of State of CO fiscal rules;
- ◆ Entering invoices into the accounts payable module of the general ledger;
- ◆ printing checks;
- ◆ Reconciling total checks printed to total invoices entered;
- ◆ Preparing checks for mailing to vendors;
- ◆ Filing of all accounts payable records.
- Back-up for preparation of bi-weekly payroll

COLLEGE SAVINGS

- Responsible for receipt and entry of monthly trial balance information from CollegeInvest's partners for Scholars Choice, Direct Portfolio and Smart Choice. Resolve any discrepancies or changes to information.

FINANCIAL REPORTING

- Transmission of proper account balances to the State Controller's Office utilizing the COFRS general ledger system;
- Recording transactions & account balances in the Colorado Accounting and Financial Reporting System (COFRS);Running standard FRx reports;
- Assist with the year-end financial statement audit including preparation of schedules, preparing back-up for documentation of auditor requests, preparation of audit confirmations;
- Quarterly actual to budget legal analysis;
- Ad hoc reporting on an as needed basis.

ARCHIVAL OF ACCOUNTING RECORDS

- Files and organizes accounting records in accordance with standard archival procedures which requires lifting boxes up to thirty pounds;
- Prepares accounting department records for transmission to the storage facility. Maintains records and physical inventory of all accounting permanent files on an on-going basis.
- Prepares previous fiscal year records for storage room filing. Prepares next fiscal year labels for accounting files.
- Indexes all permanent file records and maintains list of accounting records at the external storage facility.
- Maintains files on Sharepoint as appropriate

CUSTOMER SERVICE

- Maintains productive communications and working relationships in and outside of CollegeInvest.
- Promotes the importance and practices quality in working with accounting records and information provided to other departments.
- Ensures staff is trained and knowledgeable in accounting procedures.

ADMINISTRATION/GENERAL RESPONSIBILITIES

- Provides support for the team process, including participation and, when appropriate, assistance when needed for departmental work flow coverage.
- Responsible for supporting a work environment in which diversity is respected, and cooperation and motivation are encouraged.
- Participates with other CollegeInvest staff in developing and pursuing CollegeInvest's mission and strategic plans.

Qualifications and Requirements:

Knowledge, Skills and Abilities

- Proficiency in using personal computers, preferably Great Plains general ledger software. Excel and Word in a Windows environment is a must. Knowledge of Banner software is a plus.
- Cognitive Abilities - Able to understand simple cognitive issues.
- Computer Literacy - Able to use basic functionality of a computer.
- Written Communication - Strong written communication abilities.

Education

- Associate's degree in Accounting or equivalent experience preferred

Experience

- 1 to 2 years experience in accounting in an automated environment.

Working Conditions

Works in a normal office environment with standard office equipment (such as phones, fax, copiers and personal computers). The normal working hours are 8 am to 5 pm. May be required to work additional hours depending on needs of the business.

Application attn: Human Resources,

Submit cover letter and resume via e-mail to jobs@collegeinvest.org or mail attn: Human Resources, CollegeInvest, 1560 Broadway, Suite 1700, Denver, CO 80202. Please apply by September 17, 2012. The interviewing process will begin immediately and continue until the position is filled.

CollegelInvest is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.

CollegelInvest is a division of the Colorado Department of Higher Education, dedicated to helping Colorado families break down the financial barrier to college. We do this through simple planning tools, education, 529 college savings plans, and scholarships.